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**INFORMATION AND MANAGEMENT SUPPORT STAFF  
WEEKLY REPORT FOR PERIOD ENDING 26 AUGUST 1986**

**1. Progress Report on Tasks Assigned by the DCI/DDCI:**

25X1  
No  
A. On 20 August, IMSS received a tasking, directly from the DA Planning Officer, [ ] to provide, no later than close of business 25 August, brief statements of FY-86 significant accomplishments, to accompany the Agency's budget submission to Office of Management and Budget (OMB). We queried Office of Logistics (OL) divisions/ selected staffs and responded with six items on 25 August. (All division/staff submissions will be retained for use in the cable report to logs officers in the field, which the Director of Logistics has asked Information and Management Support Staff to prepare.)

**2. Items or Events of Major Interest that have Occurred During the Preceding Week:**

**A. DAS**

No  
(1) The OL Wang Systems Coordinator requested and justified the purchase of a Wang Removable Stackable Drive. This \$52,000 item of equipment will increase OL's data storage and backup capacity.

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No  
(2) [ ] has revised and rewritten the Retirement Procedure for CONIF. It not only works smoothly for both Contracts, Purchase Orders, and Delivery Orders, but the documentation provides a good understanding of how the process works. We are very fortunate to have [ ] skill both as a programmer and an instructor. CONIF is now up-to-date regarding retirement of completed contracts. [ ]

**B. Planning**

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25X1  
No  
*OFFICE OF LOGISTICS*  
(1) Response to the ~~OL~~ Quarterlies on 21-22 August *indicates that the presentation was a great success.* ~~is the~~ *that* ~~best to date.~~ Several attendees have ~~told us they found the~~ presentations especially interesting and the graphics excellent. One person said the session made him feel like part of an OL family and made him determined not to miss any in the future. P&PD photographic and graphics support was outstanding!

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No

C. Records Management

On 19 August, representatives from the Office of Information Services briefed the EO/OL, C/PD, AC/PMS, C/PMS/DDS&T, C/IMSS and OL/RMO, on their survey findings concerning the information handling and records management practices of the procurement process in OL. Suggestions for improvement were explained and will be included in the final report. The next part of the survey will focus on the Real Estate and Construction Division.

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No

D. Regulations

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No

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"Performance Appraisal and Uniform Promotion and Performance Awards for the Secretarial Career System" - IMSS reviewed and prepared a memo for signature by the AD/OL to OIS/RPD and OP citing OL suggestions for revisions regarding secretarial performance awards.

ND

25X1

(2) At the request of IMSS, tabs are being printed to number and title all Logistics Intraoffice Issuances Manuals to enhance convenience of use by Agency components.

3. Appraisal of Staff Activity during Past Week:

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During the past week, progress on the OL Information Handling Audit occurred, the OL Quarterly was presented, preparations were made to send the LOCS "strawman" to overseas sites, two MOUs,  were reviewed and coordinated, efforts continued to determine availability and approval of funding for OL ADP initiatives and equipment, adjudication of personal claims continued at standard levels, review and adjustment of regulatory issuances continued at higher rates than usual including OL comments on policy regarding the Secretarial Conversion System, functional assessment statements of MSA software packages for CLAS are progressing well, and the OL/RMO continues to encourage and influence OL components to continue to implement their files reduction/retirement program.

ND

4. Perspective of Staff Activities During Forthcoming Week:

During the coming week coordination with P&PD continues with regard to preparation of the OL Yellow Pages for printing, the LOCS "strawman" requirements statement will be cabled to the field for comment and feedback, IMSS internal planning meetings will be held regarding IMSS implementation of the OL Action Plan 1986/1988, and continuing refinement and development of CLAS software functional assessments will occur. A detailed evaluation of LOCS hardware costs (estimates) will continue so that this aspect of the project will be more apparent.

ND

General planning, and, development of supplementary planning guidance for the upcoming Logistics Planning Conference in October is in the process of being prepared as follows:

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(1) Based on D/L's "Action Plan, 86-88" memo, draft proposed agenda and tasking memo to staff/division chiefs regarding the 7-8 October OL Planning Conference, for discussion with the EO. With barely more than a month to go before the conference, we need to give conferees guidance for their own planning purposes.

No { (2) Finalize and distribute OL Planning Calendar for the remainder of FY 86 and all of FY 87. This has been in draft stage for several months and now awaits only the DA Management Staff's decision as to whether they will require a Five-Year Plan as in past years. If not, OL still needs to devise one (including new objectives for FY 87) for internal use.

(3) Draft, for D/L approval, a cable report on OL accomplishments for logs officers in the field, per the D/L's direction. We had planned to wait until early October, so as to include information for the last month of the fiscal year, and to report on only the last six months. However, OL staffs/divisions have already submitted excellent items (in response to the DDA budget-package requirement above), which could readily be used for this purpose and reflect what the staffs/divisions themselves consider their main accomplishments for the entire year to date.

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